

Assistant Pastoral Team Member (Outreach & Social Concern and Missions)

A. Outreach & Social Concern

Administration

- Assist to review current needs, resources and challenges with Social Concern committee.
- Coordinate the small group network and volunteers for community outreach.
- Maintain liaison with the local church, its members and established social concern agencies within the community.
- Maintain proper system for Social Concern Ministry reports and correspondences.
- Coordinate with FaithActs on administration work for monthly financial relief fund.
- To attend Ministry meeting on bimonthly basis and budget meeting.

Adopt-a-Block (AAB) Outreach

- Identify new outreach opportunities and partner with Ministry Overseers to connect small groups to the family in need.
- Responsible for marketing, sourcing of gifts and communicating with small groups.
- Establish and maintain a system to gather feedback and updates from small groups in their outreach to the residents of the adopted block.
- Brief new volunteers on the purpose and outreach strategy of AAB.

Other activities

- Coordinate other outreach activities involving ministries such as Turning Point, Schools Outreach, GOLD and Adopt-A-Family
- To assist and support in arranging for medical services partners and coordinate other outreach activities in and outside church premises

B. Missions

- Assist in managing the overall support, engagement and care of the Mission Workers and make visits to locations where mission workers are based.
- Plan, coordinate and provide support for Missions-related programs and trip.
- Assist in the mobilization of small groups and church members to fulfil their roles in the church's mission endeavour.
- Plan, coordinate and provide support for training modules on missions awareness and missions members care for church members

C. Others

- Assist in pastoral care ministries as directed, which may include homebound visits, home/office blessings/cleansing, hospitalization visits, bereavement help in wake or funeral etc.
- Perform other assigned corporate duties

Requirements

- Called to serve in the Outreach & Social Concerns and Missions ministry
- General Diploma or Degree
- At least 2-3 years' relevant experience
- Good organizational and administrative skills
- Has a pastoral heart, teachable, good teamwork and interpersonal skills
- Willing to work on weekends

Please send your detailed resume to HR Manager at hr@faithmc.sg. All applications are kept in strict confidence and we regret that only shortlisted applicants will be notified.